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FUNCTIONS AND ORGANIZATION OF WASHINGTON DOCUMENT CENTER

Part I

a. Mission

The missions of Washington Document Center conferred by The War and Navy Departments are as follows:

- (1) To carry out the rapid exploitation of documents on the Far East of actual or potential strategic intelligence value to the War and Navy Departments and other authorized agencies, performing the necessary translation, research and evaluation as required.
- (2) To establish a central comprehensive research library embracing all documents on the Far East which are of intelligence value to the Army and Navy.
- (3) To dispose of all documents of no value to the War and Navy Departments consigning them to the Library of Congress.

b. Scope and Value of Documents

In carrying out the intent of the War and Navy Department that WDC assemble in one agency documents on the Far East of intelligence value to the War, Navy and other intelligence agencies, the Washington Document Center (Advanced) in Tokyo collected approximately 500 tons of documents, the major portion of which have been evacuated from Japan. This represents approximately 700,000 documents. These documents to a large extent were collected in accordance with War Department Intelligence requirements.

From a long-range viewpoint and in regard to the value of the collection of Japanese documents now being processed at WDC, it can be stated that this collection is the most complete source of information on the entire Far East in the world today and containing information of equal value to the War, State and Navy Departments. The following major sources contributed to the collection:

1. Cabinet Secretariat
2. Cabinet Personnel Bureau
3. Cabinet Information Bureau
4. Cabinet Statistics Bureau
5. Cabinet Printing Bureau
6. Patent Bureau
7. Privy Council
8. Diet Secretariats
9. Foreign Ministry (and East Asia Ministry)

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10. Home Ministry
11. Munitions Ministry
12. Finance Ministry
13. Transport Ministry
14. Commerce and Industry Ministry
15. Agriculture and Forestry Ministry
16. Education Ministry
17. Central Meteorological Observatory
18. Welfare Ministry
19. Justice Ministry
20. Metropolitan Police Board
21. Military Police Headquarters
22. No. 1 Demobilisation Ministry (Army Ministry)
23. No. 2 Demobilisation Ministry (Navy Ministry)
24. South Manchurian Railway Library
25. East Asia Research Institute

South Manchurian Railway Library and the East Asia Research Institute Collection deserves special mention. As is well known the former was one of the major weapons in Japan's expansionist program and a vital force in her domination of Manchuria and North China. The library contained about 100,000 volumes and some 500 periodical files; these are, in the main, standard reference works on all parts of East Asia. The East Asia Research Institute was an organization set up by the Japanese Government to carry out research and act in an advisory capacity on all kinds of Asiatic problems. They prepared studies and compilations on natural resources, population distribution, agricultural processes and similar subjects. A large staff of experts in Asiatic languages, anthropology, geology, etc. was employed in the institute and they accumulated a copious library, similar in contents to that of the SMR, but of a more technical nature. Both SMR and EARI were intelligence agencies which furnished Imperial Japanese OIR and other Imperial agencies with economic, political, sociological, topographic and who's who intelligence on strategic areas in the Far East. Both of these collections were impounded in total.

26. Mitsubishi Research Library

The Mitsubishi Research Library contains 50,000 volumes and is one of the best libraries known on Asiatic economics, trade, finance, and industry, etc. At present, this collection is still being used by OIR, SCAP and eventually will be sent to HRC.

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c. Present Work

In the main, the work in WDC falls into two parts:

(1) Archives. In the establishment of a central comprehensive research library embracing all documents on the Far East which are of intelligence value to the Army and Navy, present efforts are directed toward completion of cataloguing and indexing of all documents to facilitate efficient and expeditious research to meet War and Navy intelligence information requirements according to the MORI-KIYOSHI (Japanese dual-decimal system) and the BID system (Basic Intelligence Directive).

(2) Exploitation. The major effort of WDC is placed on the exploitation of documents pertaining to USSR Far East and the Satellites with only a small portion of linguist and non-linguist strength being spent on the processing of material on other areas on a long range basis. Intimate liaison with War and Navy Department Intelligence agencies is maintained to determine extent of exploitation.

The highest priority translations in progress at WDC and the requesting agencies are listed as TAB A.

d. Present Organization

(1) Present organization of WDC and personnel roster on page 4.

(2) Assignment of function to subordinate offices and sections of WDC listed as TAB B.

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Part II

a. Future Organization and Work

(1) Because of the nature of the Japanese language, the processing of Japanese documents is about ten times as difficult as the processing of documents in German and therefore more people are required to obtain equal results.

(2) The anticipated loss of all civilian employees in WDC by October and the loss of linguist officers and EM thru attrition by December will seriously handicap the successful completion of the present mission. Carefully selected civilian linguists will have to be replaced by officers and enlisted personnel. Effective Japanese translators familiar with the techniques of document exploitation and with military and technical research background are practically nonexistent.



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(h) It is anticipated that as of 1 October 1946 all documents pertaining to the USSR Far East and the Satellites will have been scanned and that after that date, consistent with the personnel at hand, effort can be placed on the continued exploitation of the highest priority documents dealing with these areas with a proportional effort being expended toward completion of cataloguing and indexing of documents now in progress.



Acting Chief, PACMINS

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